

TOWN OF HUNTINGTON
DEPARTMENT OF PARKS AND RECREATION

May 2019

Dear Pre-School Parents:

Welcome to the Town of Huntington's Pre-School Program. This recreation program will consist of arts and crafts, storytelling, games, nature study, and outdoor play under the guidance of teachers and counselors.

The attached medical/emergency form is due the first day of the program. Late forms could result in your child's removal from the program. This form is important to ensure your child's safety. Please do not mail the medical/emergency form to the office.

Children in the 3 year old class must be 3 years old by June 1st. Children in the 4 and 5 year-old program must be the correct age by the start of the program. Children are not permitted to wear pull-ups or diapers and must also be toilet trained. The Town has the right to remove a child if more than one accident occurs. The Town also has the right to move children to the correct class if they were registered incorrectly. You must show a birth certificate on the first day.

If you want to place children together in the Pre-School 4-5 year old class you must have made this request at the time of registration by answering the question during the online registration process. No request is necessary for the 3 year-old classes as there is only one class per site.

The Town of Huntington is a guest in the school. The Town is not allowed to use any school supplies or equipment. The rooms, therefore, will not look like a school classroom. The Town supplies the program with basic materials i.e. arts and crafts, balls, games. In the past, some parents have donated appropriate toys and games. These items will be returned at the end of the program.

The program includes snack time. Parents should supply their child with a healthy snack and drink each day.

In order to ensure the safety of your child it is important that you walk your child to and from the classroom. The teacher will only dismiss a child to a parent or a person designated on the emergency form.

If you have any questions please communicate with the teacher the first day of the program. I hope you have a great summer.

Sincerely,
Bill Musto
Deputy Director

PRE-SCHOOL PROGRAM
MEDICAL FORM
Return to Teacher/Director on first day of program

TOWN OF HUNTINGTON

DEPARTMENT OF PARKS & RECREATION

PRE-SCHOOL PROGRAM

EMERGENCY FORM

Return to Teacher/Director on first day of program

Name of Child _____ Location _____

I. Name _____

Mother or Guardian

Home Address _____ Phone # _____

Business Address _____ Phone # _____

If no phone in the home, where can Mother/Guardian be reached: Phone # _____

II. Name _____

Father or Guardian

Home Address _____ Phone # _____

Business Address _____ Phone # _____

If no phone in the home, where can Father/Guardian be reached: Phone # _____

III. If staff cannot get in touch with either of the above, name a friend or relative who may be called upon if child is sick at Camp.

Name _____ Address _____ Phone _____

If none of the above can be reached by phone WHAT DO YOU WISH THE STAFF TO DO IN CASE THE CHILD IS SICK OR INJURED? _____

It is understood that in the final disposition of an emergency case, the judgment of the Program authorities will prevail. The recommendation of the parent, as indicated above, will be respected as far as possible.

IV. If at any time the above information must be changed, I will notify the Camp in writing.

V. Please list the individuals, other than parent authorized to pick up your child:

Name _____ Phone # _____ Relationship _____

Name _____ Phone # _____ Relationship _____

A parent/guardian must provide a written note to the Program Director if someone other than those listed above is picking up the child.

Signature of Parent or Guardian